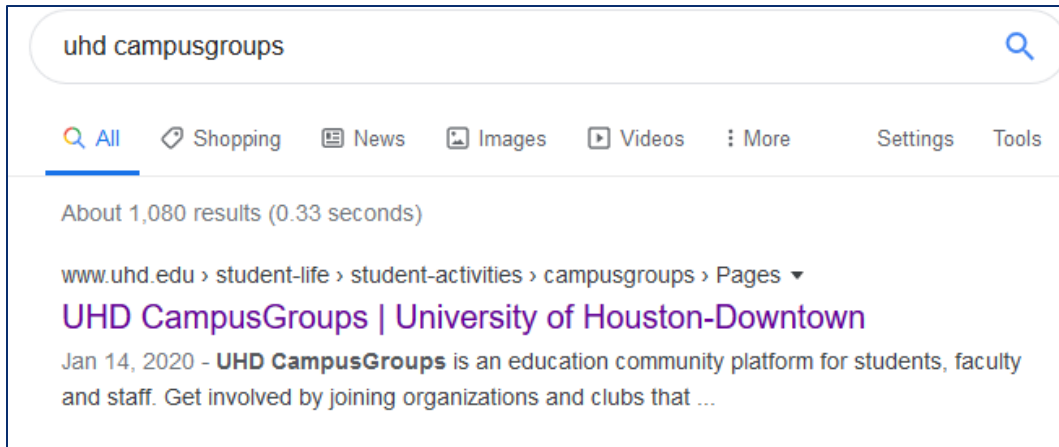UHD Service Learning

Tracking Hours Through CampusGroups™

~ Student ~

Step 1: Access Account in CampusGroups
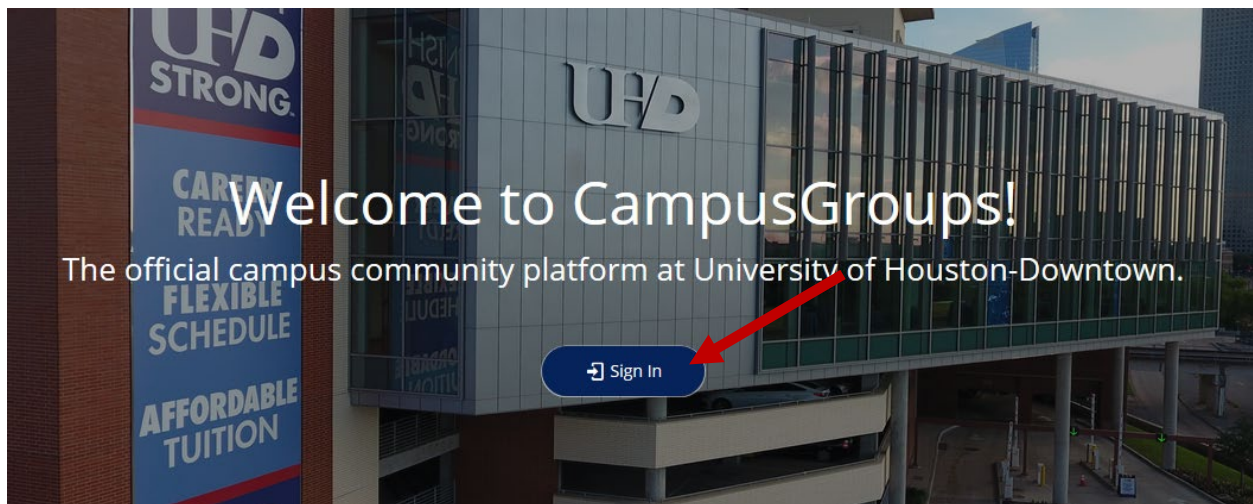
Google: UHD CampusGroups.
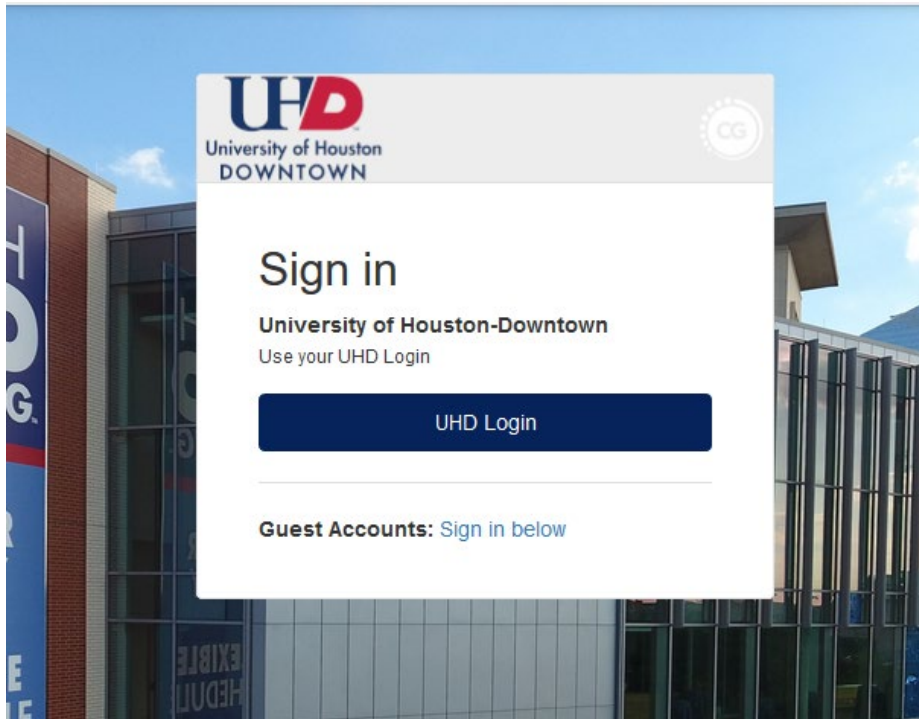

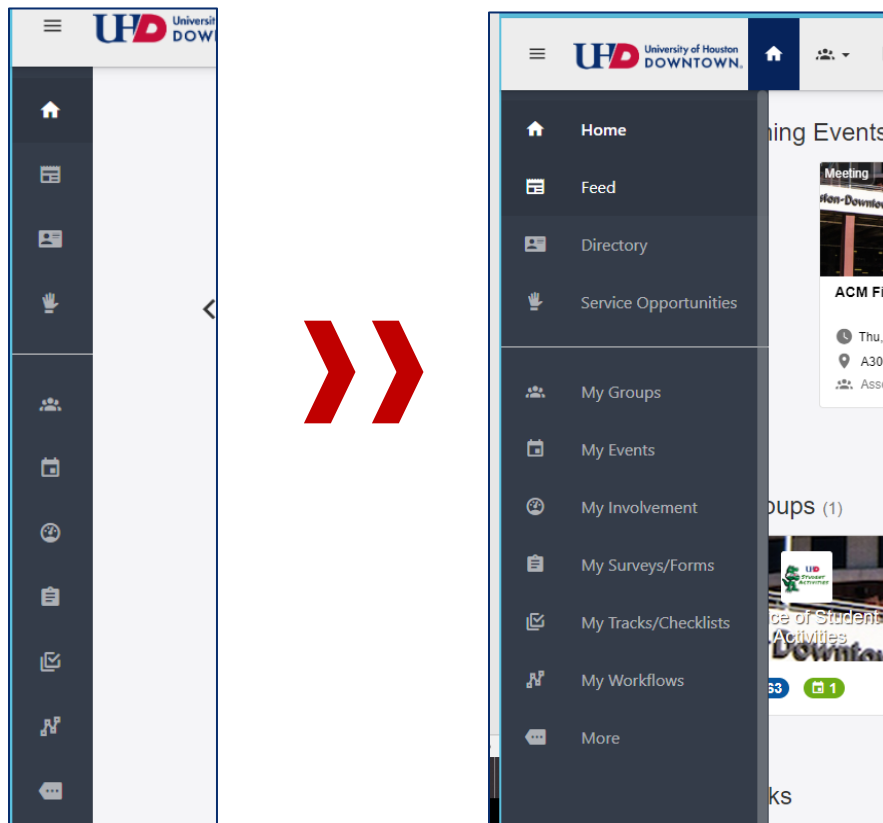Click on "**Log in to CampusGroups**".
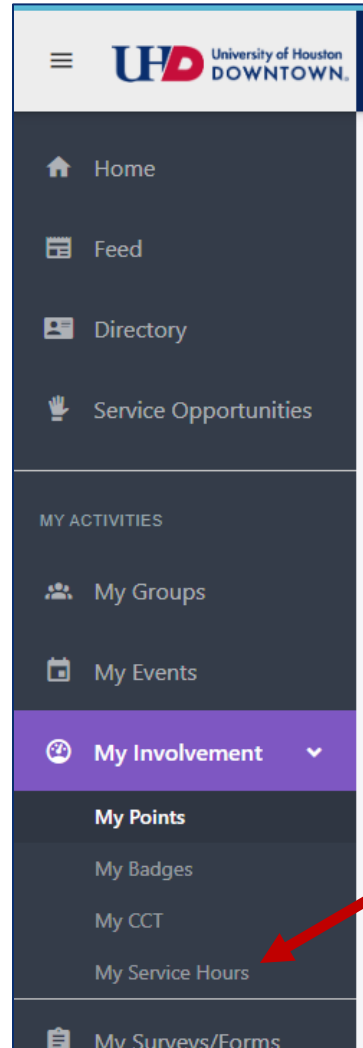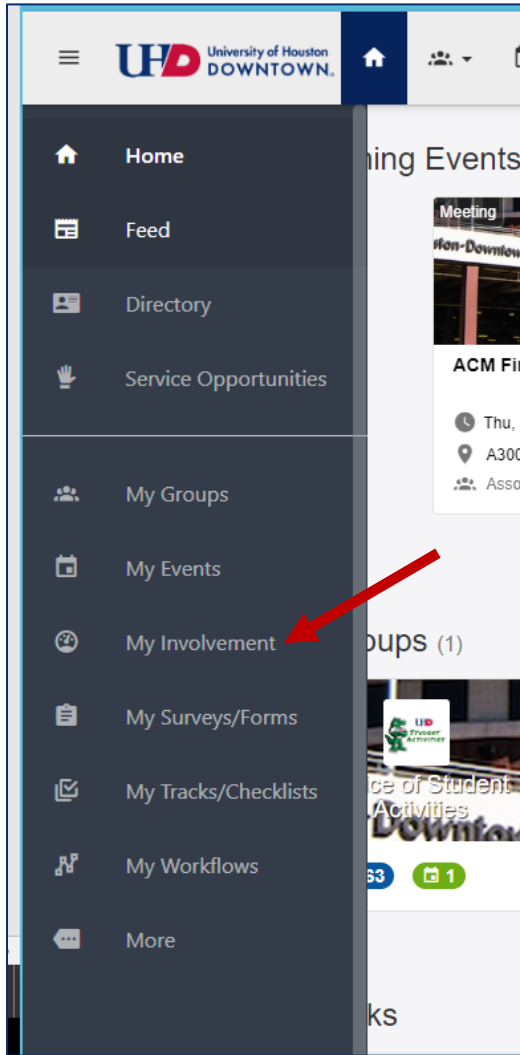

Click on "**Sign In**".

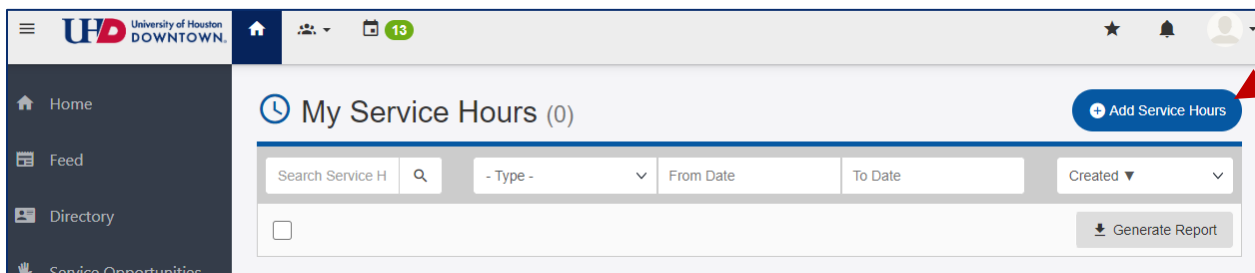Use your UHD credentials to log in.

Step 2: Expand the dark gray menu bar on the right-hand side of the screen by hovering over it with your mouse.

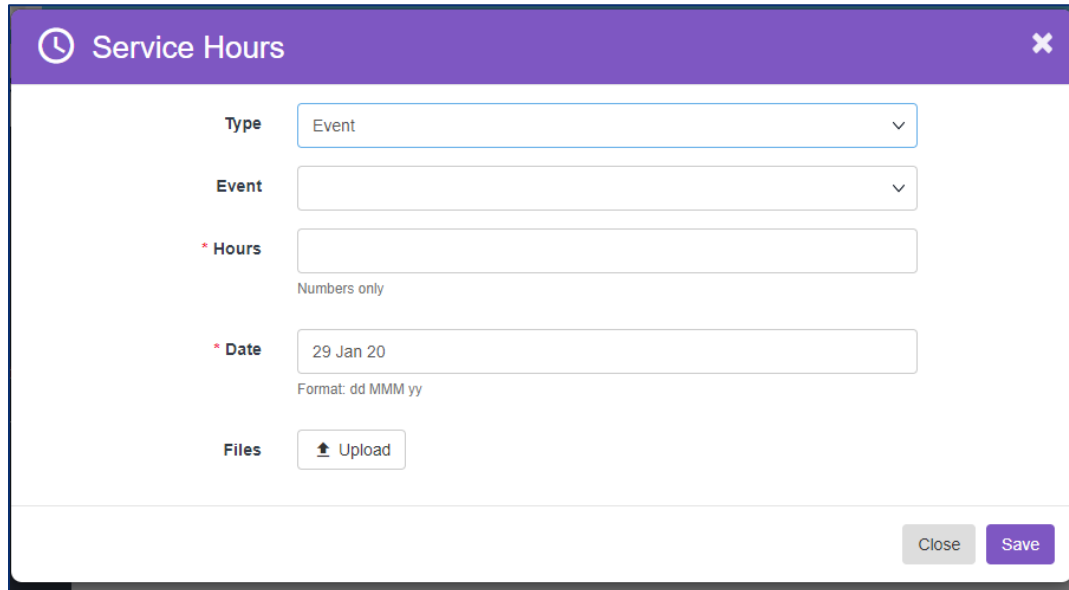Step 3: Click on **My Involvement**, then **My Service Hours**.

Step 4: Click on **Add Service Hours**.

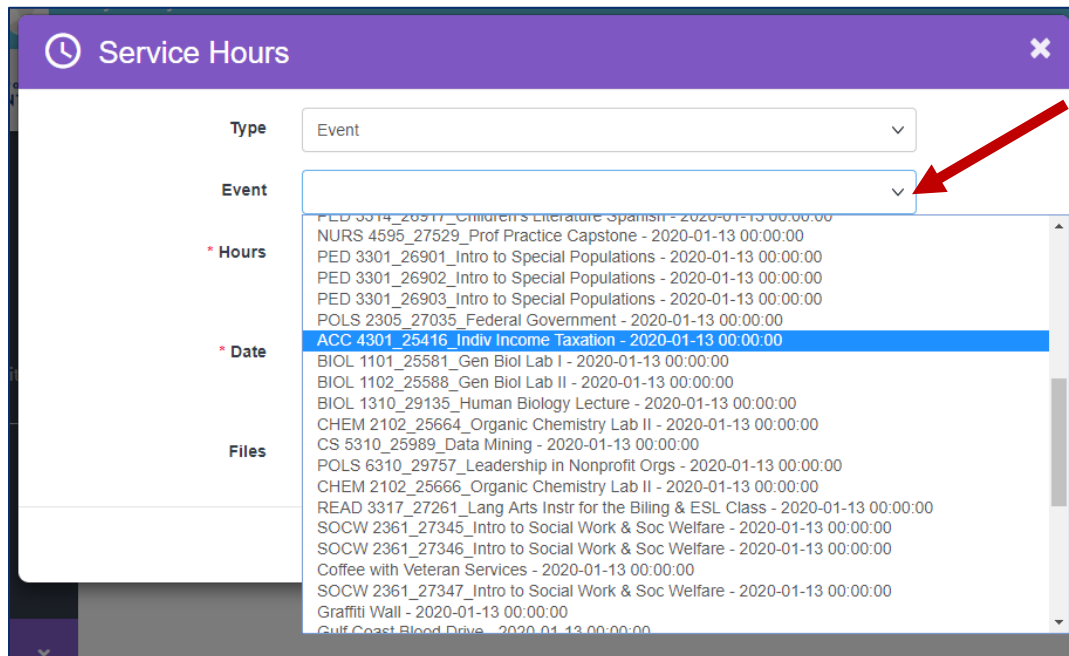## Step 5: Change *Type* from **Experience** to **Event**.

IMPORTANT NOTE: Each service learning course is listed as an Event in CampusGroups. You have been added as an attendee to the service learning course in which you are enrolled.

*If you believe you have been added to the incorrect course or need to be added to a course, please contact the Assistant Director of CCESL, Caroline Smith, at smithca@uhd.edu.
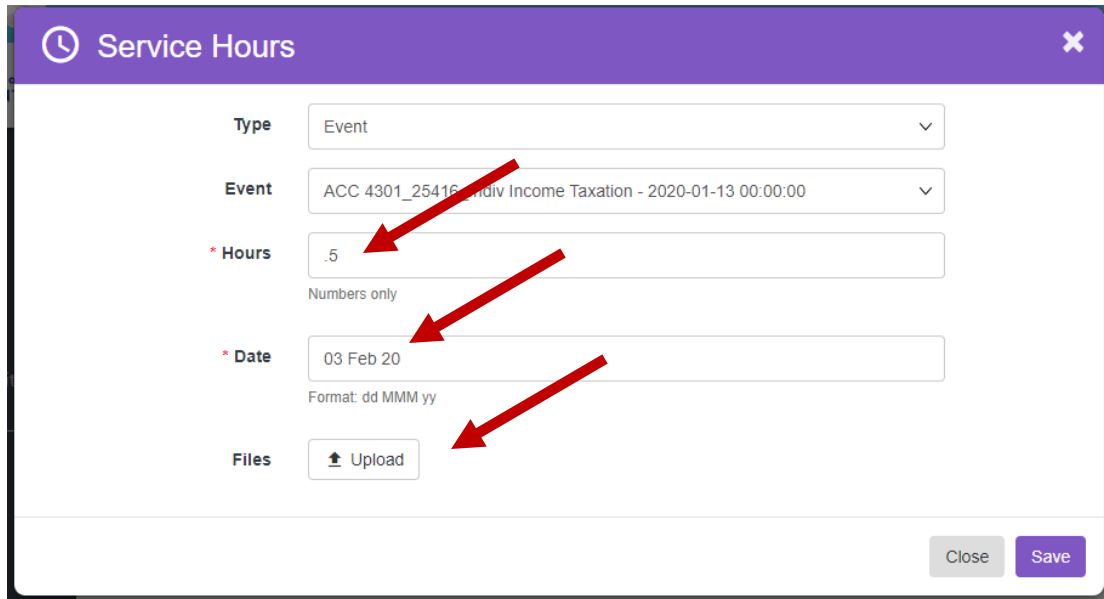
Step 5: Choose your service learning course from the dropdown box under **Event**.

IMPORTANT NOTE: Be careful to choose the correct Event aka service learning course to receive proper credit.

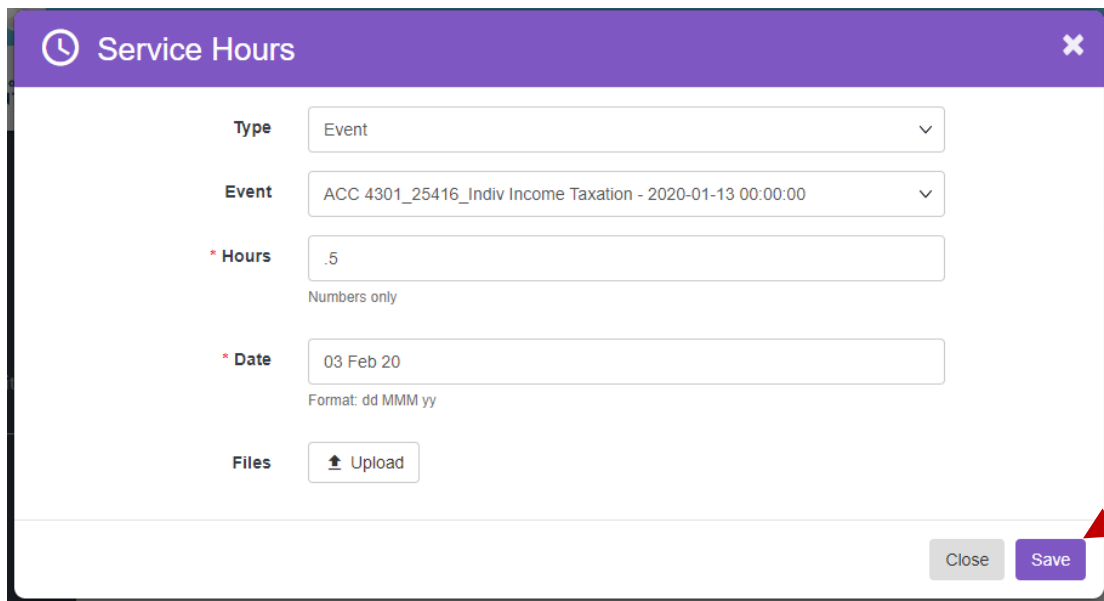## Step 6: Provide the remaining necessary information and upload any files, if needed.

Step 7: Click **Save**.

IMPORTANT NOTE: Service hours will be sent to the event coordinator for verification, then added to your co-curricular transcript.